

**OFFICE OF PROTECTIVE SERVICES
SACRAMENTO — HEADQUARTERS**1600 Ninth Street, Room 350
Sacramento, CA 95814**Memorandum**

To: Hospital Police Officer Jose Becerra

From: Chief of Law Enforcement David Landrum

Date: September 17, 2018

Subject: LETTER OF INSTRUCTION

I am issuing this Letter of Instruction (LOI) to you. For the next six months, you will be placed on a Performance Improvement Plan (PIP) that will contain a number of requirements for training and performance objectives. This LOI will outline those training classes and the expectations the Department will require that you meet.

Background

You and several of your peers responded to an emergency alarm involving an agitated patient. Upon arrival, a containment was initiated resulting in the patient being taken to the ground. Following the conclusion of the incident, it was determined you did not follow policy in several areas. As a result, you will be required to attend training and complete a six-month Performance Improvement Plan (PIP) as described below.

Training

You will be required to complete the following full courses at the OPS Academy in October 2018:

- Arrest and Control (ARCON) (32 hours).
- Use of Force (UOF) (10 hours).
- Report Writing (32 hours).
- Tactical Communication (16 hours).

In attending these courses, you will be required to successfully complete each course, including passing all course exams. Furthermore, you will be required to demonstrate any practical skills tests required for these courses. While at the Academy, you will be expected to adhere to all Academy rules, regulations, and processes.

In addition to the Academy training, you will be required to attend the following courses:

- 16-hour New Employee Therapeutic Strategies and Interventions (TSI) course.
- A POST Interview and Interrogation Course.

All the required training courses must be completed by March 29, 2019.

Expectations

While completing the PIP over the next six months, you will conduct yourself according to the following expectations:

- Follow the DSH and OPS Law Enforcement Intervention Policy.
- Adhere to and follow all OPS UOF Policies.
- Conduct investigations in accordance with DSH OPS policy. This will include conducting appropriate investigative interviews, collecting evidence, and including all information in the written report.
- In writing an investigative report, you will follow the DSH OPS report preparation policies, to include properly documenting your actions in UOF incidents.

Your progress will be reviewed with you each week by the training sergeant. This will include a review of your PIP and all prepared documents. Your progress, or lack thereof, will be documented on a memorandum and forwarded to OPS management staff for review. Should you show a lack of progress, or if there are performance issues, the memorandum will include a plan to correct any deficiencies by the next weekly review.

You are expected to successfully complete the PIP within the six-month period ending March 29, 2019. Should you fail to complete any part of it satisfactorily, the PIP may be extended until each segment is properly completed.

The instructions memorialized in this memorandum are expected to be followed. By following these instructions, I am hopeful that the PIP will be completed in a satisfactory manner.

You may keep a copy of this memorandum for your records.

Please sign and date this memorandum.



Jose Becerra

10-4-18

Date

In accordance with Government Code Section 3305, I have refused to sign this memorandum as indicated by my initials _____.

CC: Dom Hauscarriague
Supervisor File



Memorandum

Date: October 4, 2018

To: Officer Beccera

From: Lieutenant J. Coleman

Subject: Performance Improvement Plan

Officer Beccera you are being provided this Performance Improvement Plan requiring additional training as a result of identified deficiencies in your performance and training.

You will read, and document, review and understanding of the following policies/procedures:

- OPS Use of Force (UOF) policies.
- Report preparation policies/procedures including the proper documentation of actions taken during UOF incidents.
- Policies/procedures regarding conducting appropriate investigative interviews, collecting evidence, and proper report documentation.
- DSH and OPS Law Enforcement Intervention Policy.
- Therapeutic Strategies and Intervention (T.S.I.) policies.

You are also required to attend classes at OPS Academy 029.


These are the required courses for the October Academy class 029. This schedule will be 32 hours of Report Writing, 10 hours of Use of Force, 16 hours of Tactical Communications and 32 hours of ARCON, (Arrest and Control) for a total of 90 academy hours. Refer to the academy class schedule below for dates and times.

In addition to the above training, you are required to take a 16 hour Therapeutic Strategies and Intervention (TSI) course at DSH-Napa. You will also be enrolled and be required to successfully complete an Interview and Interrogation course.

All training is mandatory and must be completed by March 29, 2019.

This Performance and Improvement Plan will be placed in your personnel file with the possibility of being removed after one year upon written request.

Day	Date	Course	Hours	Total Hours
Monday	October 15, 2018	Report Writing	0800-1700	8
Monday	November 5, 2018	Report Writing	0800-1700	8
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Tuesday	November 27, 2018	ARCON	0800-1700	8
Wednesday	November 28, 2018	ARCON	0800-1700	8
Thursday	November 29, 2018	ARCON	0800-1700	8
Monday	December 3, 2018	Report Writing	0800-1700	8
Friday	January 4, 2019	Report Writing	0800-1700	8
				Total = 90


Jeffrey Coleman
Operation Lieutenant


Jose Beccera
Hospital Police Officer

**OFFICE OF PROTECTIVE SERVICES
SACRAMENTO — HEADQUARTERS**1600 Ninth Street, Room 350
Sacramento, CA 95814**Memorandum****To:** Hospital Police Officer Vuong Truong**From:** Chief of Law Enforcement David Landrum**Date:** September 17, 2018**Subject:** LETTER OF INSTRUCTION

I am issuing this Letter of Instruction (LOI) to you. For the next six months, you will be placed on a Performance Improvement Plan (PIP) that will contain a number of requirements for training and performance objectives. This LOI will outline those training classes and the expectations the Department will require that you meet.

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Training

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In addition to the Academy training, you will be required to attend the following courses:

- 16-hour New Employee Therapeutic Strategies and Interventions (TSI) course.
- A POST Interview and Interrogation Course.

All the required training courses must be completed by March 29, 2019.

Expectations

While completing the PIP over the next six months, you will conduct yourself according to the following expectations:

- Follow the DSH and OPS Law Enforcement Intervention Policy.
- Adhere to and follow all OPS UOF Policies.
- Conduct investigations in accordance with DSH OPS policy. This will include conducting appropriate investigative interviews, collecting evidence, and including all information in the written report.
- In writing an investigative report, you will follow the DSH OPS report preparation policies, to include properly documenting your actions in UOF incidents.

Your progress will be reviewed with you each week by the training sergeant. This will include a review of your PIP and all prepared documents. Your progress, or lack thereof, will be documented on a memorandum and forwarded to OPS management staff for review. Should you show a lack of progress, or if there are performance issues, the memorandum will include a plan to correct any deficiencies by the next weekly review.

You are expected to successfully complete the PIP within the six-month period ending March 29, 2019. Should you fail to complete any part of it satisfactorily, the PIP may be extended until each segment is properly completed.

The instructions memorialized in this memorandum are expected to be followed. By following these instructions, I am hopeful that the PIP will be completed in a satisfactory manner.

You may keep a copy of this memorandum for your records.

Please sign and date this memorandum.

V. Truong 4/11
Vuong Truong

08T 10-04-18
Date

In accordance with Government Code Section 3305, I have refused to sign this memorandum as indicated by my initials VT.

CC: Dom Hauscarriague
Supervisor File



Memorandum

Date: October 4, 2018

To: Officer Truong

From: Lieutenant J. Coleman

Subject: Performance Improvement Plan

Officer Truong you are being provided this Performance Improvement Plan requiring additional training as a result of identified deficiencies in your performance and training.

You will read, and document, review and understanding of the following policies/procedures:

- OPS Use of Force (UOF) policies.
- Report preparation policies/procedures including the proper documentation of actions taken during UOF incidents.
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You are also required to attend classes at OPS Academy 029.

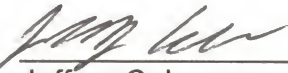
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 Jeffrey Coleman
 Operation Lieutenant


 Vuong Truong
 Hospital Police Officer

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Sacramento, CA 95814**Memorandum****To:** Hospital Police Officer Stuart Donaldson**From:** Chief of Law Enforcement David Landrum**Date:** September 17, 2018**Subject:** LETTER OF INSTRUCTION

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You may keep a copy of this memorandum for your records.

Please sign and date this memorandum.



Stuart Donaldson

10/4/18

Date

In accordance with Government Code Section 3305, I have refused to sign this memorandum as indicated by my initials _____.

CC: Dom Hauscarriague
Supervisor File



Memorandum

Date: October 4, 2018

To: Officer Donaldson

From: Lieutenant J. Coleman

Subject: Performance Improvement Plan

Officer Donaldson you are being provided this Performance Improvement Plan requiring additional training as a result of identified deficiencies in your performance and training.

You will read, and document, review and understanding of the following policies/procedures:

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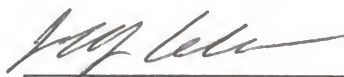
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				Total = 90


Jeffrey Coleman
Operation Lieutenant


Stewart Donaldson
Hospital Police Officer



Memorandum

Date: October 4, 2018

To: Officer Hauscarriague

From: Lieutenant J. Coleman

Subject: Performance Improvement Plan

Officer Hauscarriague you are being provided this Performance Improvement Plan requiring additional training as a result of identified deficiencies in your performance and training.

You will read, and document, review and understanding of the following policies/procedures:

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Jeffrey Coleman
Operation Lieutenant


Michael Hascarrigue
Hospital Police Officer